



SchoolMessenger App

SchoolMessenger

100 Enterprise Way, Suite A-300
Scotts Valley, CA 95066
888-527-5225
www.schoolmessenger.com



Welcome!

As Staff, the SchoolMessenger App provides you with the ability to:

- 1) view and listen to messages sent from your school or district
- 2) customize how you receive messages from the school or district



SchoolMessenger and the TCPA

The Telephone Consumer Protection Act (47 U.S.C. 227) is a law that was passed by the US Congress in 1991. This law places restrictions on telephone solicitations and the use of automated telephone equipment, protecting the public from receiving unwanted phone calls.

While schools enjoy exemptions from some of these restrictions, the preference configurations within the SchoolMessenger App allow you to set your consent state ("yes" or "no") for each phone number associated with your account. With the exception of emergency calls, which cannot be exempted, any phone number whose consent state is set to "no" will not receive calls from SchoolMessenger.



Creating a SchoolMessenger App Account

You must create an account in the SchoolMessenger App before you can start using it. These instructions focus on the web app, but you may also use "Messages" from the My PWCS app.



TO SIGN UP:

- 1) Click Messages from the My PWCS app or enter the following URL in browser's address bar: go.schoolmessenger.com
- 2) Click on **Sign Up** on the menu in the upper right-hand corner of the login page.
- 3) Enter your district (@brrsd.k12.nj.us) email
- 4) Your password must: contain at least one uppercase character, one lowercase character, one digit, and that it must be no fewer than six characters in length.
- 5) You will receive an email message at the email address you provided. You must click on the link in the email. A new page will open up in your default browser. (Ignore the confirmation code at the top of the message; it is no longer being used.)

Sign up

Email

Password

One lowercase letter One number
One uppercase letter 6 - 255 characters

Note: The link in the above email is valid for only 24 hours. If you do not click on it and log into the SchoolMessenger App within that time period, it will expire and be of no further use. You will have to restart the registration process and have a new email sent to you with a renewed link.

If you expect to get messages from the school/district, but you do not then you must log into the PAYROLL PORTAL and update your contact information.

Notification Preferences

1) Click on the menu option with your login name in it (e.g.).



2) Click on the **Preferences** option. The preferences on this page affect SchoolMessenger Broadcasts that may be sent to you from the school/district. They do not affect messages sent and received from within the SchoolMessenger App.

The screenshot shows the 'School / District' section with 'Appleheart USD' selected. It displays 'My contact information' with two entries: a phone number '(416) 822-4520' with a note 'Pending consent to call' and an email 'bbsynre@yahoo.com'. There is an 'Add more' button with a red '5' badge. Below this is 'My message preferences' with five categories: Emergency, Attendance, Bake Sale, General, and Survey. The 'Attendance' category is highlighted with a red box and a red '6' badge, indicating six selected message types: Phone, SMS, and Email. The other categories show three message types each.

- School/District:** (1) simply displays the school(s) and district(s) that you are connected with. There can be more than one school or district here, as it is possible for a student to be enrolled at more than one school, a parent/guardian to have children/wards in more than one school or district, and a teacher to teach at more than one school/district.
- Contact Information:** (2) displays all the email addresses and telephone numbers (voice and SMS text) at which you can be contacted. Icons for voice and SMS text are selected (4) in this example, and they are awaiting consent approvals from Barry. You may add a cell phone numbers by clicking on (5) Add more.
- Message Preferences (3)** shows all the types of messages which the school/district has set up in their SchoolMessenger setup. Hence, more or fewer message types may appear here with unique names, defined as such by the school/district. You can select how you wish to be contacted for each message type (6). For example, Barry, has opted to receive attendance messages via email and SMS, but not via voice call